



TO PARENTS OF U.S. CITIZENS BORN ABROAD

The approved Consular Report of Birth, Form FS-240, is evidence that your child acquired United States citizenship at birth. This form is known as a **basic citizenship document**. A copy of the report is sent to the Passport Office, Department of State together with your application for a Consular Report of Birth and your personal documents, as required by law.

If you lose the Form FS-240, or require additional copies, please do not write to this office, as we do not maintain duplicate records. Copies of either form may be obtained by writing to:

**U.S. Department of State
Passport Correspondence Branch
1111 Nineteenth Street, N.W. - Suite 510
Washington, D.C. 20522-1705**

A **written** request must be notarized and must include a copy of valid photo identification of the requester. The written request must include:

1. Full name of child at birth (plus any adoptive names)
2. Date and place of birth
3. Names of parents
4. Serial number, if known, of the FS-240 (on those issued after November 1, 1990) if known
5. Any available passport information
6. Signature of requester and
7. Notarized affidavit for a replacement FS-240 (if applicable).

Note: For Panama Canal Zone (PCZ) birth certificates just include items (1) through (3).

The fee for an FS-240 is \$50. The fees for DS-1350 and PCZ certificates are \$30 for the first copy, \$20 each additional copy. Make check or bank draft drawn on a bank in the United States, or money order, payable to the "Department of State." The Department will assume no responsibility for cash lost in the mail. Documents will be provided to the person who is the subject of the Report of Birth, the subject's parents, the subject's legal guardian, authorized government agency, or a person who submits written authorization from the subject of the Report of Birth.

Duplicate copies of Form FS-240 may NOT be issued. Parents, may however, obtain a "Certificate of Report of Birth" (Form DS-1350). This document is issued only at the Department of State and can be provided to parents in multiple copies upon payment of the appropriate fees (\$30.00), as determined by the current Schedule of Fees (22 CFR 22.1). Written request should include the information noted in paragraphs 1 through 6 above.

The fee may be paid by check or money order made payable to "Passport Services" and must accompany the request for the document. Parents should wait 6 months after the report of birth is issued to apply for a certification to allow time for the Report of Birth to be filed at the Department of State. Your U.S. citizen child is not required to have his or her birth registered with any State, County or Municipal authorities in the United States.

IMPORTANT: Children born to one U.S. citizen and one alien parent may have a claim to the alien parent's citizenship. Therefore, parents should check with the appropriate authorities to have their child's foreign citizenship status clarified. The United States Government does recognize the fact that children born of parent with other than U.S. nationality may have dual citizenship. —